DOCUMENT RESUME

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TITLE	Be Prepared: Security and Your Library. [Videotape.]
INSTITUTION	American Library Association Video/Library Video Network, Towson, MD.
REPORT NO	ISBN-1-56641-017-7; ALA-10177B
PUB DATE	94
NOTE	Running time: 35 minutes.
AVAILABLE FROM	American Library Association Video/Library Video Network, 320 York Rd., Towson, MD 21204-5179 ($130).
PUB TYPE	Guides - Non-Classroom (055) -- Non-Print Media (100)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Crime Prevention; Law Enforcement; *Library Administration; Library Materials; *Library Personnel; *Library Policy; Problems; *Safety; Security Personnel; Stealing; *Users (Information); Vandalism
IDENTIFIERS	*Library Security

ABSTRACT

This videotape is designed to help library staff develop and implement a security program in the library, using library personnel or outside security personnel. Eight sections cover: (1) how to design an effective security policy; (2) how to approach disruptive patrons; (3) personal safety--with disruptive patrons, during a robbery, and when entering or leaving a building; (4) management support; (5) law enforcement cooperation; (6) isolated libraries; (7) inventory control; and (8) internal theft. The videotape advises that libraries: write a clear, consistent security policy for staff; inform patrons of the library security policies; train all staff in security procedures; cooperate and form partnerships with local law enforcement; and use consistency, courtesy and common sense in working with patrons and staff. Includes a reproducible handout for staff with techniques for approaching patrons, what to do if they do not cooperate, and what to do if they set off a security alarm. (SWC)

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